

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**AMENDMENT**



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**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 02-2014	<b>POSITION TITLE:</b> Wage Withholding Specialist
<b>POSITION GRADE &amp; SERIES:</b> DS-301-07	<b>SALARY RANGE:</b> \$38,666 Annual <b>*Please note that this position is only Budgeted at a CS-07/02 \$40,009 Annual</b>
<b>OPENING DATE:</b> November 18, 2013 <b>CLOSING DATE:</b> December 06, 2013	<b>TOUR OF DUTY:</b> 8:15 am – 4:45 pm (Full-Time) Monday - Friday
<b>AREA OF CONSIDERATION:</b> Open to the general public	<b>PROMOTION POTENTIAL:</b> None
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Child Support Service Division Fiscal Operations, Wage Withholding Unit 441 4 <sup>th</sup> Street, N.W. Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> Term Appointment (13 Months)	
<b>COLLECTIVE BARGAINING UNIT:</b> This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> This position is located in the Government of the District of Columbia, Office of the Attorney General (OAG), Child Support Services Division, Fiscal Operations, Wage Withholding Unit. Incumbent performs Wage Withholdings functions required for child and medical support obligations. Conducts data entry with the use of the District of Columbia Child Support Enforcement System (DCCSES). Assists in transmitting wage withholding notices to the Non-custodial Parents' employers. Performs systems research, analysis, and evaluation, in order to monitor employers' compliance with Income Withholding Order; and, to recommend any necessary action's for delinquency in support payments. Research, prepares, analyzes and reconciles information from the automated system. Performs financial audits based on child support orders and accessing families benefit history through the IV-A interface to determine the assistance periods. Reviews weekly Exception Report to effectively determine the accurate distribution of collections that are not automatically processed by the system. Incumbent documents and maintains case records, payment histories, as well as general case management documents. Examines, compares, and reconciles data generated in connection with wage withholding. Consults with supervisor to verify data (forms/lists) from the District of Columbia Child Support Enforcement System (DCCSES, noting discrepancies to report potentials system problems. Observes guidelines and laws applicable to safeguarding security and confidentiality that binds the entire CSSD/OAG. Performs other related duties as assigned.	
<b>SELECTIVE PLACEMENT FACTOR:</b> Candidates must have at least one (1) year of Accounting experience specifically in the area of accounts payables and receivables. This experience must be directly related to the position being filled.	
<b>QUALIFICATIONS:</b> Candidates must have at least one (1) year of Specialized Experience. Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.	

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

**FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

**Ranking Factor #1:** Knowledge of the mission, functions, organization, policies, and requirements of the District and Federal governments, and work processes of the CSSD program.

**Ranking Factor #2:** . Knowledge of the child support automated systems, specifically DCCSES and Excel.

**Ranking Factor #3:** : Knowledge of methods and techniques of data processing in order to analyze data on the performance, efficiency , and effectiveness of the Wage Withholding process.

**Ranking Factor #4:** Knowledge of Federal and District regulations on the collections, distribution and disbursement of child support payment.

**Ranking Factor #5:** Ability to communicate effectively both orally and in writing.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia' s government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

## **INFORMATION TO APPLICATIONS**

**VETERANS PREFERENCE:** Applicants claiming veteran's preference must submit official proof of the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**OTHER INFORMATION:** A background investigation will be conducted.

**HOW TO APPLY:** Candidates may apply in person or send a DC 2000, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: [OAG.Recruitment@DC.GOV](mailto:OAG.Recruitment@DC.GOV). Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted in addition to, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Allen, Management Liaison Specialist (202) 724-7318. To download Employment Application Form, DC-2000, visit our website at: [www.oag.dc.gov](http://www.oag.dc.gov).

**EEO STATEMENTS:** The District of Columbia Government is an Equal Opportunity Employer.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**PLEASE NOTE: THIS VACANCY ANNOUNCEMENT IS AMENDED TO CHANGE CLOSING DATE FROM: NOVEMBER 29, 2013 TO DECEMBER 06, 2013.**

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**

